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4 JUN 1957

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Chief, Stock Management and Requirements Section,
Office of Logistics

Chief, Records Management Staff,
Management Staff

Records Management Survey

1. In accordance with your request, a Records Management Survey of the Stock Management and Requirements Section has been completed. The following attachments reflect the scope of the survey.

a. Attachment "A" shows the specific accomplishments completed in the survey.

b. Attachment "B" lists 16 suggestions for consideration and implementation.

c. Attachment "C" is a Records Listing of your current record series, record series discontinued, and those which may be discontinued in the future.

d. Attachment "D" outlines a Records Control and Filing System for your office to follow.

2. A review of the accomplishments of this survey reveals what we consider, significant contributions to your office. A total of 65 cubic feet of records were inventoried, identified, screened, and consolidated. The use of each file series was described on a listing for future reference. Of this 65 cubic feet, 29 cubic feet were destroyed and 6 cubic feet were retired to Records Center facilities. This represents a reduction of your holdings by approximately 50%.

3. By this 50% reduction the equivalent of \$1,408 worth of filing space was made available for re-use. Filing equipment actually returned to stock is valued at \$1,000.

4. We were pleased to be of assistance to you and I would like, at your convenience, to discuss further the

DOC	1	REV DATE	5-2-81	BY	016191
ORIG COMP	-	OPI	30	TYPE	01
ORIG CLASS	5	PAGES	24	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH:	HR TO-2

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proposals contained in Attachment "B", which were presented to you [REDACTED] With your permission, [REDACTED] will follow-up on the filing system installed for purposes of making adjustments if necessary.

[REDACTED]

Attachments:

A
B
C
D

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